

Instructions for Completing Check Disbursement Request Form

1. This form is used when a disbursement is needed and the payment is not being made against an encumbered purchase order. Processing of this form usually results in the issuance of a check but could be the basis for a disbursement by wire or ACH; any alternative disbursement method will be determined by the Finance Department.
2.
 - a. Any purchase of goods or services for less than \$1,000 that are permissible purchases using a procurement card.
 - b. Memberships, publications, and dues.
 - c. Reimbursement of petty cash funds
 - d. Local training fees when no travel expenses are involved.
 - e. Payment in advance to third parties for approved travel expenses for registration fees, airline tickets (other than the County's designated travel agency), and hotel deposits. Please note the travel authorization number in the comments field on the form.
 - f. Other disbursements when the issuance of a purchase order is not appropriate.
3. If a remittance advice, form, letter, or any other document should be mailed with the check, clearly place a check mark or "X" in the box at the top right of the form. The enclosure should be attached and clearly marked or noted as "Mail with check" or similar wording that will be easily recognizable by the clerk mailing the check.
4. Enter the name of the department submitting the Check Disbursement Request.
5. Enter the date the request is submitted.
6. Enter the vendor ID number; this is a five-digit number. If you do not know the number and you have access to the AMS accounts payable module, the number should be looked up and entered. If this is a new vendor, a vendor ID number assignment should be requested from the accounts payable section.
7. Some vendors have more than one address that is used. If you know the occurrence of the vendor address that should be used, enter that occurrence number in the "Vendor Address # ___" field; this increases the likelihood the correct address will be used. This field may be left blank.
8. If the department maintains some type of internal reference number on check disbursement requests, the number can be entered in the "Dept. Ref." Field. This information will not be used by the accounts payable section and may be left blank.
9. Enter the name of the vendor or other party to be paid.
10. Enter the street address, city, state, and zip code of the vendor.